

PROGRAM ROOM RESERVATION

LF8 | REVISION 1 | REVISED 10/6/2021

NAME	
PHONE	
EMAIL	
ORGANIZATION OR AFFILIATION	
DATE(S)	
TIME IN	
TIME OUT	

Rules

- 1. Maximum capacity of the Program Room is 60 people.
- 2. The room must be left in a clean and orderly condition. Responsibility for the room lies with the person who signs up for it.
- 3. Any individual or group interested in re-arranging the space, including furniture and technology, should consult with a staff member to ensure that library property is handled properly.
- 4. Meeting rooms are available during library hours only and must be vacated 15 minutes before closing time.
- 5. Reservations may be made up to two months in advance.

I agree to abide by these rules.

SIGNATURE		DATE	
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Library Use Only

PROBLEMS REPORTED BY PATRON	
PROBLEMS REPORTED BY STAFF	